



REPLY TO  
THE ATTENTION OF

**DEPARTMENT OF DEFENSE**  
**ARMED FORCES PEST MANAGEMENT BOARD**  
**OFFICE OF THE DEPUTY UNDER SECRETARY OF DEFENSE**  
**(INSTALLATIONS AND ENVIRONMENT)**  
**WALTER REED ARMY MEDICAL CENTER, FOREST GLEN SECTION**  
**WASHINGTON, DC 20307-5001**



2 February 2009

MEMORANDUM FOR AFPMB Staff

SUBJECT: Duties of Ex Officios

Supporting the Board and Board meetings is one of our most important functions. To reflect this, ex officio duties are captured in our civil servants' Performance Plans, as well as in our military members' appraisals. Ex officios will support their committees by performing the following tasks:

Before Board Week:

- Coordinate and staff issue papers prior to meetings. Ensure relevancy and proper format for issue papers.
- Confirm that committee chair and vice chair will be attending Board meetings. Coordinate TDY funding requests for committee chairs and vice chairs within 30 days of the meeting.
- Ensure agendas are posted on the website NLT 10 days prior to Board Week.

During Board Week:

- Attend Chair's Planning Meeting on Tuesday morning of Board Week.
- When chair and vice chair are unable to attend meetings, ex officio stands in.
- Run meetings using committee workspaces. Ensure briefings to be presented in a meeting are posted on the workspace prior to the meeting.
- Print out sign-in sheet with voting members' names pre-printed and ensure a quorum.
- Coordinate any administrative support for the committee (copying, IT support).
- Advise chair/vice chair on Robert's Rules of Order to conduct voting.
- Ensure room size, configuration and numbers of chairs are appropriate for meeting, and provide input to AFPMB Director and Chair when Board schedule conflicts with their committee.
- Clean up room after committee meeting and return borrowed chairs to proper location.
- Monitor invitations to and presence of commercial contractors and industry representatives at meetings. Escort them out after their presentations.

- Submit final committee recommendations using website no later than the day before Council meeting (normally by Thursday afternoon).

After and in-between Board Weeks:

- Ensure committee reports are posted 7 days after the scheduled meeting.
- Follow up on committee recommendations from prior meetings and provide status of actions to AFPMB Director and Chair.
- Track updates to Technical Guides assigned to their committee.
- Coordinate all website/workspace requests for their committee rather than letting them go directly to David Hill.
- Maintain committee workspaces (update information, clear out old information, ensure charters, minutes, agendas and reports are posted, update voting membership).

Thank you for your support to AFPMB.



Stanton E. Cope, PhD  
Captain, Medical Service Corps, U. S. Navy  
Director